

Welcome to the Archives and Map Research Rooms. Here you will find archival collections that include official records of the commonwealth, private papers, local court records, and maps relating to Virginia. These research rooms are open between 9:00 AM and 4:30 PM, Monday through Saturday, excluding state holidays.

### Registration

Researchers must be 18 years of age or older. New researchers are required to complete a registration form and present picture identification and proof of current address in order to use the collections. Registration is updated annually.

All researchers are required to sign the register daily.

To maintain security of Virginia's irreplaceable documentary heritage, **all personal items** such as outer coats, bags, briefcases, purses, waist packs, backpacks, computer cases, packages, clipboards, notebooks in covers, spiral notebooks, portfolios, folders, or envelopes **are not permitted** in the research rooms. No food, chewing gum, mints, beverage items, or containers are permitted in the reading rooms. Public lockers are available.

Only pencils, unbound note paper, legal pads, index cards, portable computers, and loose research notes are allowed at the work tables. The staff will provide pencils and note paper upon request.

### Use of Collections

Material in the Archives and Map Research Rooms is available to all researchers on equal terms of access. Privileged or exclusive use of material will not be granted any person or persons, nor is access to any body of material denied unless specified by legal, donor, or purchase restrictions.

To request records, complete a stack service slip. Complete one slip for each request. Submit only one slip at a time. A copy of the slip will accompany the served records and must be returned.

Personal photo-duplication devices (including but not limited to digital, film, and video cameras) are not permitted without prior permission. Scanners are not allowed. Patrons can submit a request form for permission to use photo-duplication equipment. An archivist can provide more information on this procedure. Requests for permission to publish archival and manuscript records should be directed to Archives Research Services.

Original records will not be served if a photocopy or microfilm reproduction is available.

Only the researcher to whom the records are charged is allowed to handle the records. Conferences with others must be held outside the Research Room.

No requests for materials will be accepted after 4:00 PM. All charged records must be returned (with stack service slip) to the desk by 4:30 PM.

Researchers must exercise care in handling maps and manuscripts. The following rules must be observed:

- Use pencil only.
- Use only one box, one folder of records, or one map at a time. Remove only one folder at a time.
- Do not remove materials from their folders.
- Maintain the existing order of records.
- Do not place anything on top of documents.
- Do not trace or lean on any portion of a map or document.
- Materials must be placed flat on tables and not held in the hands or in the lap.
- Use care in turning pages to avoid tearing or other damage.
- Follow correct procedures for photocopy requests (see separate photocopy policy).

**Archives Research Room activities are monitored by closed-circuit television. Your research notes and any copies made for you may be examined before you leave the room.**



Please print and complete in full after reading the rules on the reverse:

Name \_\_\_\_\_  
(Last) (First) (M. I.)

Permanent address:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Virginia County/Incorporated City \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Institutional Affiliation/State Agency:

Name of institution and department \_\_\_\_\_ Independent Researcher \_\_\_\_\_

Reason for use of Archives and Map Research Rooms:

dissertation \_\_\_\_\_ thesis \_\_\_\_\_ book \_\_\_\_\_ article \_\_\_\_\_ genealogy \_\_\_\_\_ map study \_\_\_\_\_

course assignment \_\_\_\_\_ state agency (please list) \_\_\_\_\_ other \_\_\_\_\_

Subject of research \_\_\_\_\_

Sections §18.2-107 and §42.1-72 through §42.1-74.1 of the Code of Virginia provide for the safekeeping of records and manuscripts housed in the Library of Virginia. Penalties of up to five years' imprisonment may be imposed for the destruction, mutilation, concealment, or removal of records. I understand that personal identifying information may be used for research purposes only, and I agree to protect the confidentiality of any confidential information contained in the records used during my research.

Since many of the materials in the Archives are fragile, it is important that they be handled with great care. If a researcher fails to follow the procedures set forth on the reverse side of this sheet, the staff is authorized to take necessary actions, including refusing further use of records.

*Privacy-protected information is considered confidential and restricted from public access for 75 years. It may be necessary for an archivist to review any modern record collections (those collections less than 75 years old) that may contain privacy-protected information before they can be served to patrons for research purposes.*

**I have read the rules concerning use of materials in the Archives and Map Research Rooms and agree to comply with them. I understand that failure to follow these rules may result in suspension or revocation of research privileges in these rooms.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff initials \_\_\_\_\_ Date \_\_\_\_\_